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Weekly Report for Week Ending 3 December 1958
from
RECORDS DISPOSITION BRANCH

1. Contributions

None

2. Assignments

a. Shelf Filing

25X1A9a

General Counsel/Office Layout and Filing Equipment [redacted]

No change from previous report.

25X1A9a

Office of Personnel [redacted]

Statistical Reporting Branch is preparing the name labels to be used with the installation. One-half of the equipment has not been received due to a delay in ordering by the Office of Logistics.

25X1A6a 25X1A9a

Office of Operations/Contact Division [redacted]

25X1A9a 25X1A6a

A tentative plan for the storage of files in the [redacted] Office has been discussed with Mr. [redacted] Executive Officer/Contact Div. Logistical support details are being worked out with the Office of Logistics. Funds to purchase the necessary equipment are not available from the account used for headquarters purchases. Therefore, the problem has been referred to the Comptroller's Office and the Technical Accounts Staff.

25X1A9a

25X1A9a

Office of Comptroller/Finance Registry/Shelf Filing [redacted]

Cancelled by [redacted] 12/4/58

25X1A9a

Miss [redacted], ARQ, requested assistance in providing space for the 1960 fiscal year vouchers. Arrangements have been made to retire fiscal year 1955 to the Records Center and we anticipate using open file shelving for the 1960 accumulation.

OCR/IR [redacted] 25X1A9a

Awaiting shipment of equipment.

b. Records Systems

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Personnel/Contract Personnel Division/Card Index [redacted]

Proposal accepted and request for Security's inspection of the area will be made.

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Security Staff, New Building [redacted]

All procedures have been completed and the processing of workers has begun. With the assistance of three male clerk typists from the IAS Pool on the processing operation we were able to reduce the time involved for processing of an individual 35% below our original figure. We have been requested to attend a meeting with the Guards to instruct them on badge procedure and familiarize them with the various type badges to be used on the site. Instructions for the badge racks within the two guard huts are being withheld until the huts are completed. Project 90% complete.

Subject-Numeric Files in OP [redacted] 25X1A9a

Fourteen installed; one in process.
Employee Relations Branch resumed work 3 December 1958.

FOIAb3b1 [redacted] 25X1A9a

No change from previous report. 25X1A9a

Review of Clerical Training in Filing [redacted]

Began monitoring course in "Filing" given clerical employees in Interim Assignment Section, OP by OTR's Clerical Training Branch.

c. Records Schedules 25X1A9a

Office of Central Reference [redacted]

25X1A9a RMS review of schedule continuing. Met 1 December with ARO, [redacted] of Machine Division who gave us a tour of machine processing involved in Intellofax system. RMS participants included Mr. [redacted] and

25X1A9a Mr. [redacted] 25X1A9a 25X1A9a

Medical Staff [redacted]

The audit and survey are continuing. Technical Services Division, which encompasses the laboratory, nursing and immunization units, is being surveyed.

3. Vital Materials [redacted] 25X1A9a

A copy of a memo addressed to the DD/I Vital Materials Officer requesting the extension of retention periods for certain finished Intelligence Publications was received from Mr. [redacted] VM officer for ORR. 25X1A9a

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3. Vital Materials [redacted] - continued

FOIAb3b1

One of the requests involves the deposit of [redacted] and 3 x 5 abstract cards used as an index to the reports. Previously these reports were scheduled for a two-year retention. This memo requests an extension of the period to five years. The proposed addition of the abstract cards to VM Deposits would constitute a terrific filing problem for repository personnel as index cards filed by subject for a five year collection would require approximately 400 3 x 5 file drawers. I discussed this with Mr. [redacted] who will discuss the matter with Mr, [redacted] in an effort to discourage the request.

25X1A9a

25X1A9a

The Collection Staff/OSI has deposited copies of the Intelligence Priority Committee Target Lists. This deposit corrects a deficiency as reported by the Senior DD/I representative during the Operation Alert.

Microfilming of vital materials in Office of Personnel has been completed. Microfilming in OCR/GR continues.

4. News

25X1A9a

Messrs [redacted] attended the O&M Luncheon meeting at All States.

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[redacted] new ARO/OCI is being briefed on the functions and operations of the Branch.

[redacted]

25X1A9a

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